



**Please note: Schedule was printed incorrectly in The Canberra Times.  
The schedule is Monday to Friday**

### **SECURITY TEAM MEMBER**

The U.S. Embassy in Canberra is seeking an individual for the position of Security Team Member in the Regional Security Office.

Salary: A\$47,351 p.a. + superannuation benefits  
Hours: 40hrs/week, Monday to Friday.

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of Yr 12 or High School diploma is required.
2. One year prior security related experience is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.
4. As a member of the SD team, must have the ability to work with minimal supervision to independently complete a set of assigned tasks.
5. Demonstrated organizational and observational skills are required.
6. Must be physically fit with the ability to jog and cycle, in addition to standing or walking for long periods of time.

For further information please refer to the [duties and responsibilities statement.](#)

Forward letter, response to the selection criteria and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 by C.O.B. **25 August, 2010.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.***

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

<b>POSITION TITLE:</b> <b><u>SECURITY TEAM MEMBER</u></b>	<b>POSITION GRADE LE- 4</b> <b>(STARTING SALARY A\$47,351)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

As part of a team, the incumbent works on the exterior of the US Government facilities, tasked with detecting, recognizing and reporting on unusual activity.

Incumbent takes quick and appropriate action in response to security risks or other emergency situations. The majority of time is spent outdoors and is physically demanding.

### **Major Duties and Responsibilities**

1. Identifies suspicious activity and develops information in order to make preliminary analysis of its significance. Engages in close observation to identify and register hostile operations on USG facilities.
2. Reports findings, makes oral or written reports of findings to the responsible supervisory security personnel. May be required to maintain records and/or perform data entry into software applications.
3. Initiates emergency responses to possible hostile actions as necessary to protect life and property.
4. Provides other services as assigned.

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Yr 12 or High School diploma is required.
2. One year prior security related experience is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.
4. As a member of the Security team, must have the ability to work with minimal supervision to independently complete a set of assigned tasks.
5. Demonstrated organizational and observational skills are required.
6. Must be physically fit with the ability to jog and cycle, in addition to standing or walking for long periods of time.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
7. To meet Host Government eligibility requirements, candidates must be Australian Citizens.

### **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); plus

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.  
Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. Eligibility to work in the country (Yes or No)
- I. Special Accommodations the Mission needs to provide
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. U.S. Eligible Family Member and Veterans Hiring Preference
- N. Education
- O. License, Skills, Training, Membership, & Recognition
- P. Language Skills
- Q. Work Experience
- R. References

### **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

**THE DEADLINE FOR APPLICATIONS IS C.O.B. 25 August, 2010**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment

opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.